

# Budget Worksheet Listing

Dept. Number	Account Number	Account Name	W. Space	PriorFY Budget	PriorFY Expend	Current Budget	Current Expend.	Request	T Admin.Rec	Selectmen
<b>01000</b>	<b>Development Services</b>									
001-01000-00100-4191	Development Services			177,862.00	181,284.51	182,410.00	158,523.91	182,272.00	182,272.00	0.00
	Personnel Services, Salaries									
001-01000-00210-4191	Development Services			47,988.00	44,034.33	45,196.00	33,951.67	38,419.00	38,419.00	0.00
	Insurances									
001-01000-00220-4191	Development Services FICA			11,027.00	11,351.76	11,309.00	10,126.72	11,301.00	11,301.00	0.00
001-01000-00230-4191	Development Services			2,579.00	2,654.83	2,645.00	2,368.23	2,643.00	2,643.00	0.00
	Medicare									
001-01000-00240-4191	Development Services			2,996.00	2,996.00	2,792.00	1,903.27	2,500.00	2,500.00	0.00
	Workers Comp									
001-01000-00250-4191	Development Services NH			19,156.00	20,122.70	20,558.00	16,360.83	20,360.00	20,360.00	0.00
	Retirement									
001-01000-00290-4191	Development Services Other			0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Employee Benefits									
001-01000-00300-4191	Development Services			13,500.00	12,798.50	13,750.00	12,851.00	14,110.00	14,110.00	0.00
	Professional & Technical									
	Services									
001-01000-00500-4191	Development Services Other			17,500.00	16,803.12	16,000.00	8,510.00	17,450.00	17,450.00	0.00
	Services									
001-01000-00800-4191	Development Services Other			14,000.00	13,366.51	14,250.00	10,540.26	15,300.00	15,800.00	0.00
	Charges & Expenses									
	<b>Subtotal for dept. Development Services:</b>			<b>306,608.00</b>	<b>305,412.26</b>	<b>308,910.00</b>	<b>255,135.89</b>	<b>304,355.00</b>	<b>304,855.00</b>	<b>0.00</b>

<b>FY 2016 BUDGET DETAIL</b>						
<b>DEPARTMENT:</b>	Development Services					
<b>ACCOUNT NAME:</b>	Personnel Services, Salaries					
<b>ACCOUNT NUMBER:</b>	001-01000-00100-4191					
<b>Description</b>	<b>Grade/Step</b>	<b>\$ Per Unit</b>	<b>Hrs/Wk/Yr or Salary</b>	<b>Extension</b>	<b>FY 2016 Request</b>	<b>FY 2016 Adminstrator Recommended</b>
Town Planner					\$70,000	\$60,000
GIS Coordinator					\$0	\$0
Code & Health Officer		\$31.64	\$2,531.20	\$65,811.20	\$65,811	\$65,811
Administrative Assistant		\$22.01	\$1,760.80	\$45,780.80	\$45,781	\$45,781
Longevity	34	\$20.00	\$680.00	\$680.00	\$680	\$680
				<b>Totals</b>	<b>\$182,272</b>	<b>\$172,272</b>
<b>ACCOUNT NAME:</b>	Withholding & Insurances					
<b>ACCOUNT NUMBER:</b>	001-01000-00210-4191					
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>		<b>Extension</b>	<b>FY 2016 Request</b>	<b>FY 2016 Adminstrator Recommended</b>
Fica				\$11,301.00	\$11,301	\$10,681
Medicare				\$2,643.00	\$2,643	\$2,498
Health Insurance				\$35,486.00	\$35,486	\$61,387
Dental Insurance				\$2,192.00	\$2,192	\$3,882
Life, AD & D				\$225.00	\$225	\$345
LTD				\$516.00	\$516	\$792
Worker's Compensation				\$2,500.00	\$2,500	\$2,500
NH State Retirement				\$20,360.00	\$20,360	\$19,243
				<b>Totals</b>	<b>\$75,223</b>	<b>\$101,328</b>
<b>ACCOUNT NAME:</b>	Professional & Technical Services					
<b>ACCOUNT NUMBER:</b>	001-01000-00300-4191					
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>		<b>Extension</b>	<b>FY 2016 Request</b>	<b>FY 2016 Adminstrator Recommended</b>
NH Assoc of ConCom					\$535	\$588
American Planning Association					\$250	\$250
NH Planners Association					\$50	\$50
NH Preservation Alliance Membership					\$50	\$50
Lakes Regional Plng. Comm.					\$10,500	\$10,500
Planner - Training					\$400	\$400
C&HO - Training					\$400	\$400
Admin. Asst. - Training					\$50	\$50
Planning Board - Training					\$500	\$500
ZBA Training					\$500	\$500
ConCom Training					\$400	\$400
Capital Improv. Comm. Training					\$75	\$75
Heritage Comm. Training					\$400	\$400
				<b>Totals</b>	<b>\$14,110</b>	<b>\$14,163</b>

<b>ACCOUNT NAME:</b>		<b>Other Services</b>				
<b>ACCOUNT NUMBER:</b>		<b>001-01000-00500-4191</b>				
						<b>FY 2016</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2016 Request</b>	<b>Adminstrator Recommended</b>	
ConCom Lake Monitoring/Testing				\$400	\$800	
Code & Health				\$200	\$200	
Heritage Commission				\$100	\$100	
Heritage Comm Guest Speakers				\$400	\$400	
Planning Dept. - Copies, etc.				\$350	\$350	
GIS -ESRI & CAI Licensing annual				\$1,000	\$1,000	
CAI GIS Staff-Only Access annual				\$1,000	\$1,000	
CAI GIS On-Line Hosting Maint. annual				\$2,500	\$2,500	
CAI Five Year GIS Plan FY '15				\$11,000	\$8,500	
Miscellaneous GPS, GIS				\$500	\$500	
			<b>Totals</b>	<b>\$17,450</b>	<b>\$15,350</b>	
<b>ACCOUNT NAME:</b>		<b>Other Charges &amp; Expenses</b>				
<b>ACCOUNT NUMBER:</b>		<b>001-01000-00800-4191</b>				
						<b>FY 2016</b>
<b>Description</b>	<b>Quantity</b>	<b>\$ Per Unit</b>	<b>Extension</b>	<b>FY 2016 Request</b>	<b>Adminstrator Recommended</b>	
Alternate C&HO				\$1,750	\$1,750	
Planner Mileage				\$275	\$275	
C&HO Mileage				\$4,000	\$4,000	
Clerk Mileage				\$50	\$50	
Planning Bd. Members Mileage				\$200	\$200	
ZBA Members Mileage				\$100	\$100	
ConCom Members Mileage				\$100	\$100	
Heritage Com. Members Mileage				\$100	\$100	
LRPC et al Reps Mileage				\$75	\$75	
Structural/Other (On Demand)				\$150	\$150	
ConCom (Special Inv. Svcs.)				\$500	\$500	
ConCom - Education & Consumables				\$200	\$200	
Planning Land Use Books				\$200	\$200	
C&HO - IBC Books				\$400	\$400	
Miscellaneous Planning Mtg Notice fees, charges				\$500	\$500	
Equipment (basement shelving, folders & files)				\$2,900	\$2,900	
C&HO Printing				\$300	\$300	
Advertising				\$3,000	\$3,000	
<b>ConCom (Community Garden)</b>				\$500	\$1,000	
			<b>Totals</b>	<b>\$15,300</b>	<b>\$15,800</b>	

## **EMPLOYMENT AGREEMENT**

WHEREAS, Town of Moultonborough, a municipal corporation, (hereinafter referred to as the "TOWN");

WHEREAS, Bruce W. Woodruff, of 49 Ashwood Road, Milton, New Hampshire, (hereinafter referred to as "Town Planner"); together with the Town are hereinafter referred to as the "parties."

WHEREAS, The Town desires to employ Town Planner;

WHEREAS, Town Planner desires to enter into this Agreement;

NOW, THEREFORE, in consideration of Town Planner's employment with the Town, benefits received by Town Planner hereunder, the promises herein contained and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Employment:**

The Town hereby employs Town Planner as a town planner and Town Planner hereby accepts such employment in accordance with the terms and conditions of this Agreement.

2. **Term:**

The term of this Employment Agreement shall be effective July 1, 2015 and extended to December 31, 2015, unless sooner terminated pursuant to the provisions of Paragraph #8 herein. The term of this Agreement may be extended by mutual written agreement of the parties.

3. **Duties of Town Planner:**

Town Planner will provide the Town with services (the "services") as instructed by the Board of Selectmen. Such duties include, but are not limited to municipal planning, supervision, and management of the development services office. Town Planner's services further shall include, but not be limited to all responsibilities of the positions of Town Planner and GIS Coordinator as detailed in the Town's official job descriptions for said positions, the same being made part of this Agreement and attached hereto as Attachment A.

4. Extent of Services:

a. Town Planner must work a minimum of three, eight hour days between Monday through Friday, such work to be conducted on Town premises. He will also attend weekly planning board and zoning board regular meetings, including such meetings which are held in the evening. Town Planner will also attend occasional other commission and/or committee meetings as necessary, but attendance at these commission and/or committee meetings is not to exceed three hours per week. In no event is Town Planner to exceed 32 hours per week, or a total of 24 work weeks between July 1, 2015 and December 31, 2015.

b. Unpaid Leave. During the 26 week term of this agreement, Town Planner will take two weeks of unpaid leave, such leave to be taken in two non-consecutive, one week increments. Each such one week leave will be scheduled with advance written notice to the Town Administrator and in such a manner as to avoid disruption and to maintain the continued, efficient operations of the Development Services Office.

5. Compensation:

Salary. Effective July 1, 2015, the Town shall pay Town Planner the sum of \$1,458.33 a week for 24 weeks on a bi-weekly pay period. It is understood that Town Planner will not receive any compensation for the two weeks out of the 26 week term of this agreement in which he takes unpaid leave as described in paragraph 4. The 24 week value of this salary is \$35,000. Attendance at evening meetings is included in Town Planner's salary as described herein.

6. Benefits:

As a contract employee, Town Planner is not entitled to benefits as detailed in the Town's employee manual, including, but not limited to retirement contributions, paid leave, health, life, dental and disability insurance, to which the employee is not entitled.

7. Loyalty:

During the term of this Agreement, Town Planner shall devote his full and best efforts towards the performance of his duties. Town Planner shall not, while this agreement is in effect, engage in any acts, habits or usages, which injure, either directly or indirectly, the interests and reputation of the Town. Town Planner agrees during the term of his employment hereunder and thereafter, not to disclose to any person, firm, corporation or other entity, any information concerning the business, finances or affairs of the Town, either for his own benefit or to the detriment of the Town except for disclosures which are required by law.

8. Termination of Agreement:

It is agreed that Town Planner is an employee at will and, as such, his employment with the Town can be terminated at any time with or without cause. In the event that either party wishes to terminate this agreement, for any reason or no reason at all, such party shall only be required to provide 15 days notice to the other party in writing at the following respective address:

Town of Moultonborough  
6 Holland Street  
PO Box 139  
Moultonborough, NH 03254

Bruce W. Woodruff  
49 Ashwood Road  
Milton, NH 03851

In the event that the Town initiates such notice for termination it may choose to accelerate the notice by immediately ending Town Planner's employment and paying him out for any remaining portion of the notice period.

9. Assignment:

Town Planner acknowledges that the services to be rendered by him are unique and personal. Accordingly, Town Planner may not assign any of his rights or delegate any of his duties or obligations under this Agreement. Any assignment or attempted assignment, transfer or pledge of this Agreement, or of the interest of Town Planner herein by the Town, this Agreement may be immediately terminated.

10. Binding Effect:

Except as otherwise set forth herein, the rights and obligations of the parties under this Agreement shall inure to the benefit of and shall be binding upon the successors, heirs and assigns of the parties hereto, whenever the context admits or requires.

11. Notices:

All notices required or permitted under this Employment Agreement shall be in writing and shall be deemed effective upon personal delivery or upon deposit in the United States mail, by registered or certified mail, postage prepaid, addressed to the other party at the following address :

Town of Moultonborough  
6 Holland Street  
PO Box 139  
Moultonborough, NH 03254

Bruce W. Woodruff  
49 Ashwood Road  
Milton, NH 03851

12. Severability:

In the event that a Court of competent jurisdiction determines that any of the covenants of this Agreement, including but not limited to the geographic, time, or other limitations set forth in this Paragraph, are unreasonable, excessive or overbroad, that they cannot be enforced, such covenants and/or limitations shall be revised to create only an obligation to the full extent permitted by law. Further, in the event that any particular provision of this Agreement shall be declared to be unenforceable, such unenforceability shall not affect the validity of the remaining terms of this Agreement which are not found to be individually unenforceable.

13. Governing Jurisdiction and Law:

This Employment Agreement shall be construed, interpreted and enforced in accordance with the law of the State of New Hampshire, the principal place of employment. Any dispute, controversy, claim or suit related to this Agreement or its enforcement shall be brought, asserted or made in the State of New Hampshire, and venue shall specifically rest with the Superior Court for Carroll County, New Hampshire, with both parties specifically herein consenting to jurisdiction and venue as set forth in this Paragraph.

14. No Waiver:

No omission or delay by The Town in exercising any right under this Employment Agreement shall operate as a waiver of that or any other right. A waiver or consent given by The Town on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

15. Captions:

The captions of the sections of this Employment Agreement are for convenience of reference only and in no way define, limit or affect the scope or substance of any provisions thereof.

16. Entire Agreement:

This Employment Agreement constitutes the entire agreement between the parties and supercedes all prior agreements and understandings, whether written or oral, relating to the subject matter of this Employment Agreement. It is expressly agreed that although the personnel rules and policies contained in the town employee handbook are applicable to Town Planner, the grievance procedures and any other rights or benefits pertaining to discipline and/or continuation of

employment are not applicable to Town Planner and that the provisions of this employment agreement govern.

It is also understood that the policies, procedures and benefits described in the employee handbook are intended as guidelines and are presented for informational purposes only. It is expressly agreed that the personnel rules and policies contained in the Town's employee handbook are applicable to Town Planner. However, Town Planner is not entitled to any employee benefits except those required by law. Further, it is expressly agreed that the grievance procedures and/or any other rights or benefits pertaining to discipline and/or continuation of employment are not applicable to Town Planner and the provisions of this employment agreement govern.

17. Amendment:

This Employment Agreement may be amended or modified only by a written instrument executed by both parties.

This Agreement is executed this 18th day of June, 2015.

TOWN PLANNER

June 18, 2015  
Date

Bruce W. Woodruff  
Bruce W. Woodruff

TOWN OF MOULTONBOROUGH

06/18/2015  
Date

By: Christopher P. Shays  
Board of Selectmen, duly authorized



## **Town of Moultonborough, NH**

**POSITION:** Town Planner  
**FLSA STATUS:** Exempt

**DEPARTMENT:** Office of Development Services  
**REPORTS TO:** Town Administrator

### **GENERAL SUMMARY**

Responsible for planning the Town's future in areas such as land-use, transportation, natural resource protection and maintenance, and the enhancement of Moultonborough's special character and quality of life, and the general management of the Code & Health functions of the Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Supervises and directs the overall activities of the department.
- Supervises the Town's planning efforts: works in conjunction with Town Boards and Committees to develop long-range, comprehensive, capital improvement and acquisition plans.
- Attends Planning Board and Zoning Board of Adjustment Meetings as required.
- Prepares and revises drafts of Town ordinances, policies and regulations related to planning and zoning and presents draft changes to the Planning Board; assists in implementing policies and prosecuting violators.
- Assumes general responsibility for the maintenance of the Municipal Geographic Information System and oversight of contractors and general use of the system by other town staff.
- Prepares special analyses and reports for the Town Administrator and Board of Selectmen; provides technical assistance as requested, including status of pending litigation.
- Develops annual budget proposals for entire department; submits and defends, monitors resources and expenditures throughout the year. Preparing proposals for modification to require minimal if any, transfer of additional resources.
- Trains, supervises and evaluates department staff; ensures coordinated efforts of professional and administrative staff.
- Oversees the provision of technical, professional and administrative support for several public boards and commissions.
- Assists applicants in the application process for appointments with various boards.
- Oversees and conducts professional planning studies and analyses and shares the results with the appropriate boards.
- Coordinates department activities with those of other Town departments and outside agencies.
- Conducts public education programs regarding the Town Master Plan, conservation programs, and other special projects.
- Answers questions from contractors, developers, engineers and the general public concerning planning, zoning and development issues.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Bachelor's Degree in Planning or Community Development.

Master's Degree preferred.

Five years of experience in municipal planning and development experience including management experience preferably with a broad range of involvement with land use, housing, economic development, transportation, growth management and resource conservation issues.

Or any equivalent combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

**Preference given to those with experience.**

### **Knowledge, Skills and Abilities**

- Knowledge of planning, zoning, subdivision and environmental laws and regulations.
- Knowledge of software for presentations and records management of a planning department and working knowledge of the design and operation of GIS.
- Strong interpersonal and communication skills are required.
- Ability to work conceptually and practically with long range planning documents, including implementing action items involving diverse and interrelated components is essential.
- Ability to understand and to communicate clearly, both orally and in writing on the implications of a development or trend of development upon the infrastructure of the Town including its' natural and cultural resources, on a multidisciplinary basis is required.

### **SUPERVISION EXERCISED**

Supervises the work and performance of the Code Officer, Health Officer and Administrative Assistant I. Carries out all supervisory functions in accordance with the Town's rules, policies, regulations and applicable laws.

### **LICENSING AND CERTIFICATION**

AICP Professional Certifications are preferred.

### **TOOLS AND EQUIPMENT USED**

Various Vehicles, computers and peripherals, software, GPS Units, Transits and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch. Occasional site walks may require walking on unimproved surfaces in their natural state, in naturally occurring weather conditions and environments.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Attendance at night meetings is required. Travel to various sites is required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

## **Town of Moultonborough, NH**

**POSITION: GIS Coordinator**  
**FLSA STATUS: Exempt**

**DEPARTMENT: Office of Development Services**  
**REPORTS TO: Town Planner**

### **GENERAL SUMMARY**

The purpose of this position is to plan and manage a complete, up to date geographic information system for the Town to include staff users and citizen use.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establishes long-range program plan and implementation and monitors performance to plan
- Ensures the accuracy and usability of Town maps, reports, and essential geographic information.
- Analyzes global data needs and work with GIS user group to develop useful, informative and innovative web-based GIS datasets and maps. Analyze the need, and plan for the development of GIS applications and maps to provide data and map access so Town Staff is more efficient and effective in their day to day activities.
- Coordinates annual needs assessments to facilitate the development of dynamic systems that capture and display data and maps specific to the staff's needs.
- Coordinates the use of GIS Data and software with other Town Users; facilitates GIS user group.
- Recommends the purchase of GIS Software and hardware for the GIS, as part of the five year plan program and maintains software licenses.
- Plans and organizes GIS Software training; provides training and demonstrations of GIS.
- Manages GIS data layers through relational database management and custom applications with the use of ArcGIS software suite and SQL server.
- Develops Policies, procedures and standards relating to GIS maintenance, operations and services for adoption by others.
- Attends meetings, conferences, workshops and training sessions; reviews audio-visual materials to remain current on the principles, practices and new development in the GIS field.
- Prepares GIS related budget for incorporation into 5 Year GIS Plan Program.
- Works with staff and the Consultant to identify GIS opportunities and organize projects and work products through GIS user group.
- Institutes, coordinates and maintains a centralized GIS database along with other related database files.

### **OTHER DUTIES AND RESPONSIBILITIES**

The work consists of varied duties in the provision of relational database planning, implementation, budgeting, management, and long range plan programming for the Town. Frequent interruptions and deadlines contribute to the complexity of the work.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Bachelor's degree in GIS, Geography, Engineering, Computer Science or related field.

Five years of experience in the field of which at least three years in a supervisory role.

Or any given combination of education, training and experience which demonstrates possession of the required knowledge, skills and ability.

**Preference given to those with experience.**

### **Knowledge, Skills and Abilities**

- Knowledge in computer software configurations and relational databases.
- Knowledge of Best Management Practices, Geographic Information Systems as applied within a municipal environment.
- Knowledge of maps, ESRI mapping software, and relational database environment.
- Knowledge of AutoCAD, AutoCAD 3D
- Knowledge of Micro Station, Microsoft Office and Visual Basic.
- Knowledge of ArcIMS, ArcSDE and SQL server
- Knowledge of GPS surveying principles, practices and techniques.
- Skills in oral communication and presentations.
- Ability to train other staff in the application of GIS and planning principles and practices.
- Ability to develop applications for management.

### **SUPERVISION EXERCISED**

None.

### **LICENSING AND CERTIFICATION**

None.

### **TOOLS AND EQUIPMENT USED**

Various Vehicles, computers and peripherals, software, GPS Units, Transits and other office equipment.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see and hear. The employee must occasional lift/move up to 25 pounds, bend, stoop or crouch. Must frequently walk across difficult terrain and enter into structures under construction. Occasional site walks may require walking on unimproved surfaces in their natural state, in naturally occurring weather conditions and environments.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Attendance at night meetings is required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**